

**BAY COUNTY BUILDING AUTHORITY
AGENDA
WEDNESDAY, MARCH 19, 2008
12:00 NOON**

- | | | |
|-----------------|-----------|---|
| PAGE NO. | I | CALL TO ORDER |
| | II | ROLL CALL |
| 1-4 | III | MINUTES (01/16/08, approve) |
| | IV | PUBLIC INPUT |
| | V | ITEMS FOR CONSIDERATION |
| | A. | GENERAL BUILDING AUTHORITY |
| 5-6 | | 1. Consideration of changing By-Laws Section 1 A. from the second Wednesday to the third Wednesday of each month. (approve) |
| | VI | UNFINISHED BUSINESS |
| | VII | NEW BUSINESS |
| | VIII | MISCELLANEOUS |
| 7-9 | | A. ACCOUNTS PAYABLE INVOICES (approve) |
| | IX | ANNOUNCEMENTS |
| | X | ADJOURNMENT |

BAY COUNTY BUILDING AUTHORITY

Date Meeting: January 16, 2008

Held in the Commissioners' Fourth Floor Commissioners Chambers- Bay County Building

Commissioners Present		01	02	03	04	05	06	07		
P	Donald Goulet	M/Y	Y	Y	Y	M/Y	Y	S/Y		
	William Borch	E	X	C	U	S	E	D		
P	Rick Bukowski	Y	Y	Y	Y	Y	S/Y	Y		
P	Gary Phillips, Chair.	Y	Y	Y	Y	Y	Y	Y		
P	Rich Charbeneau.	S/Y	M/Y	M/Y	Y	S/Y	Y	Y		
P	Tom Ryder, V. Chair	Y	S/Y	S/Y	M/Y	Y	M/Y	M/Y		
P	John Pflueger	Y	Y	Y	S/Y	Y	Y	Y		
Commissioners Present										
	Don Goulet									
	William Borch									
	Rick Bukowski									
	Gary Phillips, Chair									
	Rich Charbeneau									
	Tom Ryder, V. Chair									
	John Pflueger									
Commissioners Present										
	Don Goulet									
	William Borch									
	Rick Bukowski									
	Gary Phillips, Chair									
	Rich Charbeneau									
	Tom Ryder, V. Chair									
	John Pflueger									

Others : D. Stone, R. Redmond

Meeting Called to Order at 12:00 p.m. By: Chair. Phillips _____

M-Moved
S-Supported
Y-Yea
N-Nay
A-Abstain
E-Excused

- 1 -

Bay County Building Authority
Wednesday, January 16, 2008 Meeting
Page No. 1

MOTION NO.

This meeting of the Bay County Building Authority was called to order, a roll call conducted, and a quorum was determined to be present.

- 01 MOVED, SUPPORTED AND CARRIED TO APPROVE THE MINUTES OF DECEMBER 12, 2007 AS PRESENTED.**

PUBLIC INPUT:

None

GENERAL BUILDING AUTHORITY:

After some discussion regarding By-Law changes, it was then...

- 02 MOVED, SUPPORTED AND CARRIED TO REFER FOR APPROVAL AT NEXT MONTH'S MEETING, CONSIDERATION OF CHANGING THE BUILDING AUTHORITY BY-LAWS SECTION 1 A. TO REFLECT A MEETING CHANGE FROM THE SECOND WEDNESDAY OF EACH MONTH TO THE THIRD WEDNESDAY OF EACH MONTH.
(ITEM V A 1)**

UNFINISHED BUSINESS:

Bob Redmond, Project Manager stated that over the past weekend the furnace had to be replaced at the Parker Street Mental Health Home. Mr. Redmond also informed the board that the maintenance budget for the mental health homes has been transferred to Buildings and Grounds. Buildings and Grounds is responsible for all maintenance on past Building Authority projects. Mr. Goulet questioned if all invoices for the Library Project were now paid. The Project Coordinator stated that there is Title Insurance for both the Central and Pinconning sites that has not been finished. After some discussion on the topic Bob stated that title insurance is needed to protect the titles on the properties. Bay County Abstract closed it's doors during the Library project and title insurance documents were sent to the agents for completion.

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MOTION NO.

NEW BUSINESS:

Election of Officers: Chairman Phillips turned the meeting over to Don Goulet for the election of officers.

- 03 RICK BUKOWSKI NOMINATED GARY PHILLIPS TO THE OFFICE OF CHAIRMAN OF THE BUILDING AUTHORITY AND A UNANIMOUS BALLOT WAS CAST BY ROLL CALL VOTE. (ITEM VII 1)**
- 04 DON GOULET NOMINATED RICK BUKOWSKI TO THE OFFICE OF VICE CHAIRMAN OF THE BUILDING AUTHORITY AND A UNANIMOUS BALLOT WAS CAST BY ROLL CALL VOTE. (ITEM VII 1)**
- 05 TOM RYDER NOMINATED RICH CHARBENEAU TO THE OFFICE OF SECRETARY OF THE BUILDING AUTHORITY AND A UNANIMOUS BALLOT WAS CAST BY ROLL CALL VOTE. (ITEM VII 1)**

The meeting was then turned back over to Chairman Phillips.

MISCELLANEOUS:

No accounts payable invoices this month.

ANNOUNCEMENTS:

A motion was made by Don Goulet to change next month's meeting. It was then...

- 06 MOVED, SUPPORTED AND CARRIED TO HOLD FEBRUARY'S MEETING ON WEDNESDAY FEBRUARY 20, 2008.**

Bay County Building Authority
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MOTION NO.

**07 MOVED, SUPPORTED AND CARRIED TO ADJOURN TO THE CALL
OF THE CHAIR. (12:10 P.M.)**

Submitted by.

A handwritten signature in cursive script, appearing to read "Deb", is written above the printed name.

Deborah Stone
Bay County Building Authority

BAY COUNTY BUILDING AUTHORITY

BY-LAWS

WHEREAS, the County of Bay has incorporated the Bay County Building Authority pursuant to the provisions of Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended; and

WHEREAS, the Articles of Incorporation of the Building Authority require that certain by-laws and rules of procedure be adopted by the Commission of the Building Authority:

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The following shall be the By-Laws of the Building Authority.
 - A. Regular meetings of the Commission of the Building Authority shall be held on the second Wednesday of each month unless otherwise ordered by the Chairman.
 - B. Special meetings can be called by the Chairman or any two members of the Commission on 18 hours written notice of the time and place or without prior notice when 2/3 of the members decide that delay would be detrimental to efforts to lessen or respond to a severe and imminent threat to the health, safety, or welfare of the public.

Written notice of special meetings of the Commission shall be either (a) served personally on each member of the Commission or left at his or her usual place of employment or residence no less than (18) hours prior to the time of the special meeting; (b) given personally by telephone to each member of the Commission not less than eighteen (18) hours prior to the time of the special meeting; or, (c) given by first class mail to each member of the Commission not less than seventy-two (72) hours prior to the time of the special meeting.

- C. Public notice of all regular, special or rescheduled regular or special meetings of the Commission of the Building Authority shall be given pursuant to the applicable provisions of the Open Meetings Act, Public Act 267 of 1976.
 - D. Four members of the Commission shall constitute a quorum.

- E. The Commission shall elect its officers at the first meeting in January.

The offices of Chairperson, Vice-Chairperson, and Secretary shall be elected by a roll call vote of the members, to serve for one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected. No term of office created under this section shall extend beyond the term of the Commissioner elected.

No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office.

- F. The fiscal year shall begin on the first day of January and end on the thirty-first day of December in each year.
- G. The rules contained in the current edition of Robert's Rules of Order, Newly revised, shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Commission may adopt.
- H. **These By-Laws can be amended at any meeting by a two-thirds vote of the total membership provided written notice is given at the previous meeting.**

Amended 3/12/03

Invoice

OfficeMax®

Remittance

BAY COUNTY PURCHASE REQUISITION

Department: Multiple Departments (See Below)

Date Requested: 03/07/2008

Department to place order: ☒ Yes ☐ No

Requested Deliver Date: A.S.A.P.

Deliver Location: GIS/Dave Engelhardt

Budget Adjustment in Process: ☐ Yes

Budget#1: 101.00-279.00-937.00 (Redmond)

Balance: _____ Initial: RA

Budget#2: _____ (Bay Future)

Balance: _____ Initial: _____

Budget#3: 101.00-257.00-937.00 (Equalization)

Balance: _____ Initial: _____

Budget#4: 238.00-286.00-937.00 (Gypsy Moth)

Balance: _____ Initial: _____

Budget#5: 240.00-620.00-937.00 (Mosquito)

Balance: _____ Initial: _____

Budget#6: 101.00-721.01-937.00 (Transportation)

Balance: _____ Initial: _____

Budget#7: 101.00-275.00-937.00 (Drain)

Balance: _____ Initial: _____

Item#	Qty	Description of Goods/Services (Part Number, Noun Name, Description)	Unit Cost	Extension
3010	1	87192 ArcView Single Use Primary Maintenance (Bob Redmond) Start Date: 03/31/2008 - End Date: 03/30/2009	\$123.29	\$123.29
5010	1	87193 ArcView Single Use Secondary Maintenance (Bay Future) Start Date: 03/31/2008 - End Date: 03/30/2009	\$300.00	\$300.00
5010	1	87193 ArcView Single Use Secondary Maintenance (Equalization) Start Date: 03/31/2008 - End Date: 03/30/2009	\$300.00	\$300.00
5010	1	87193 ArcView Single Use Secondary Maintenance (Gypsy Moth) Start Date: 03/31/2008 - End Date: 03/30/2009	\$300.00	\$300.00
5010	1	87193 ArcView Single Use Secondary Maintenance (Mosquito Control) Start Date: 03/31/2008 - End Date: 03/30/2009	\$300.00	\$300.00
5010	1	87193 ArcView Single Use Secondary Maintenance (Transportation) Start Date: 03/31/2008 - End Date: 03/30/2009	\$300.00	\$300.00
6010	1	93095 ArcView with Extension Singel Use Secondary Maintenance (Drain) Start Date: 03/31/2008 - End Date: 03/30/2009	\$900.00	\$900.00
TOTAL:				\$2,523.29

FOR FINANCE USE ONLY

Quote #1: _____

Vendor#: _____

Quote #2: _____

Vendor Name: ESRI

Quote #3: _____

Fax/Mail: _____

P.O.#: _____ Date: _____

Ship to Code: _____

ASSET TAG INFORMATION:

Item#:	1	2	3	4
Tag#:				
Class:				
Dept#:				

Urban Land Institute

Make checks payable to: **ULI - The Urban Land Institute**
Mail to: Department 186, Washington, DC 20055-0816
Pay online: www.uli.org in MyULI section
Fax to: 800-248-4585 or 202-624-7140

ULI Renewal Invoice



Invoice Date: 2/28/2008

Member Information (please check the following information and submit corrections with payment):

Member ID: 35782 Tel.: (989) 895-4125 Email: redmond@baycounty.net
Member Since: 1/6/1994 Fax: (989) 895-4124
Expiration Date: 3/31/2008

Payment Information:

Member ID: 35782
Member Type: MEM PUBA
Annual Dues: ☒ 1 Year: \$200.00
☐ 2 Years: \$380.00
ULI Foundation Contribution* \$25.00 (optional)
TOTAL (one year): \$225.00

Vendor # 29032 Invoice # 35782
Invoice Date 2-28-08 Amount \$ 200.00

Robert J. Redmond
Financial Analyst
Bay County
515 Center Avenue
Bay City, MI 48708

Card/Activity/Line# 101.00-278.00-820.00

P.O.# N/A Partial ☒ Complete ☒

Approved by _____ Date _____

☐ Check enclosed
☐ Visa ☐ MC ☐ Amex ☐ Diners Club
☐ Discover
Card # _____

Exp. Date _____

Name _____

Return top portion with payment

ULI Member:

Real estate professionals know that ULI meetings on **Place Making, Master-Planned Communities, Retail Entertainment, Finance and Investment and Intown Housing** are the place to learn, network and advance their career. But your industry involvement begins with your ULI membership. By renewing today, you will remain with 40,000 real estate leaders worldwide who are invited to attend more than 40 ULI workshops and conferences, all at significant membership discounts. And you don't want to miss ULI's premier event – the annual ULI Fall Meeting. Attended by nearly 7000 industry professionals, the 2008 Fall Meeting is scheduled October 27- 30 in Miami Beach, Florida and promises many opportunities to meet top executives and real estate experts.

Detailed information about ULI events, plus workshops, real estate school, and ULI District Council meetings, dates, and locations, can be found at www.uli.org. As a member, you can visit the Members Only section of the ULI Website and register for these events, make purchases from the ULI Bookstore, search the Urban Land archives, or locate any ULI member from around the world.

More membership benefits and opportunities can be found at www.uli.org. Please return this invoice with your payment today, or submit your payment online. If you have any questions about ULI's services or benefits, you can contact us at 800-321-5011 or send an e-mail to membership@uli.org.

**ULI has added this suggested contribution to your annual membership dues. This tax-deductible amount will be donated to the ULI Foundation Fund, where 100% of monies received will be used to support ULI in the Community activities, including outreach programs, research and education initiatives, and, most importantly, Community Action Grants. This tax deductible contribution is purely voluntary -- if you do not wish to contribute, you may opt-out on this form, and your dues will be adjusted accordingly. We thank you for your support of these important programs.*

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Retain this section for your records:

District Council Information:

Coordinator:
Email:
Web site:

Renewal Term:

☐ 1 Year ☐ 2 Years
ULI Foundation Donation: _____
Total Amount Paid: _____

Payment Information:

Date: _____
☐ Check # _____
☐ Credit card ☐ Online Credit Card
Member ID: 35782
Member Type: MEM PUBA

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